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19 June 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Director of Information Services

SUBJECT: OIS Weekly Report (12 - 18 June 1986)

1. *The Senate Foreign Relations Committee sent to the Office of Congressional Affairs (OCA) four classified transcripts of closed hearings in 1963 dealing with Cuba and Vietnam and with Soviet missile capabilities. The Senate wants to publish the transcripts as part of its historical series. OCA sent the material to the Classification Review Division (CRD). Some of the testimony, particularly that concerning Soviet missiles and atomic weapons, does not appear releasable. CRD will coordinate its findings with appropriate Agency components before returning the material to OCA.

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C O N F I D E N T I A L

3. The Agency Top Secret Control Officer from the Information Resources Management Division (IRMD) sent a memorandum to the Department of Defense (DoD) Central United States Registry identifying the Office of Information Resources (OIR), Directorate of Intelligence, as the CIA component responsible for handling North Atlantic Treaty Organization (NATO) documents. A revised list of Agency personnel authorized to receive NATO material will be prepared and forwarded to DoD following coordination with OIR.

4. The Agency Security Classification Officer from IRMD briefed the Directorate of Operations Information Management Officers (IMOs). The briefing familiarized the IMOs with the role of the Information Security Oversight Office (ISOO) in monitoring the Agency's adherence to classification practices and procedures as specified in Executive Order 12356. The IMOs brought selected documents characteristic of the kinds of classification problems they most often encounter. A review of these documents provided practical guidance for classification applications.

5. An IRMD representative met with representatives from the Directorate of Operations (DO) and the Office of Security to discuss ways to enhance the handling and control of Sensitive Compartmented Information (SCI). Possible actions include conducting annual inventories of SCI material at DO field stations and briefing new DO personnel on SCI handling and storage procedures.

6. In a recent meeting with Michael McReynolds, Director of the Legislative Archives Division at NARA, a CRD representative gained some insight concerning the handling of classified information in the House of Representatives. McReynolds claimed that House rules on classified information are stricter than those of the Senate. For example, McReynolds said that the Clerk of the House at the end of each congressional session insists that all classified committee records be closed and turned over to him for inventory and checking.

7. *The backlog of initial FOIA requests was further reduced by 21 this week and now stands at 1352. This compares with a backlog of 2310 this time last year and 3070 two years ago. Among the FOIA requests received by the Information and Privacy Division were four separate

25X1 [REDACTED] This and
other items can be found in the attached Information and Privacy Division
25X1 report.

Attachment [REDACTED]

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18 June 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (11 - 17 June 1986)

- | 1. | <u>The Week in Review</u> | <u>11 - 17 June 1986</u> | <u>1986 Weekly Average</u> |
|----|---------------------------|--------------------------|----------------------------|
| a. | New cases | 75 | 62.4 |
| b. | Cases closed | 96 | 74.5 |
| c. | New appeals logged | 1 | 3.5 |
| d. | Appeals closed | 10 | 3.2 |
| e. | Manpower (man-weeks) | 72.3 | 101.0 |
2. Current Backlogs
- a. Initial requests - 1352
 - b. Requests in administrative appeal - 196
 - c. Requests in litigation - 56
3. Spotlighted Requests

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5. Special Items of Interest

a. Congressman Brooks, Chairman of the House Government Affairs Committee, requested our view on H.R. 4858, a bill recently introduced by Representative Snowe to amend the FOIA. The bill would create a new exemption to cover design and construction of U.S. embassies. Representative Snowe believes that without some amendment to the FOIA, this information could be made available to terrorists who would find it helpful in launching terrorist attacks against American embassies. We recommended that OCA support this legislation and moreover, recommend inclusion of a provision to protect similar information related to the residences of Embassy employees.

b. Hearings were held on 5 June before the House of Representatives Subcommittee on Government Information, Justice, and Agriculture concerning a truncated form of the 1986 Amendment to the Freedom of Information Act, which had originally been proposed by the Department of Justice. The full version was vociferously opposed by nearly all executive branch agencies, and was finally jettisoned. The truncated amendment under discussion at the hearing was concerned only with strengthening the rights of submitters of information to protection under the (b)(4) exemption.

As expected, businessmen spoke in favor of the bill, while persons from the news media spoke against it. Representative Glenn English deplored the fact that the administration had "dumped" the more comprehensive bill and stated that there is a strong and determined constituency in favor of many of its provisions. He stated frequently his agreement with opinions of the news media and encouraged its speakers to offer further amendments to the restricted bill. There was no testimony from government agencies.

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HGH/CMR:sh [] (18 June 1986) (FINAL)
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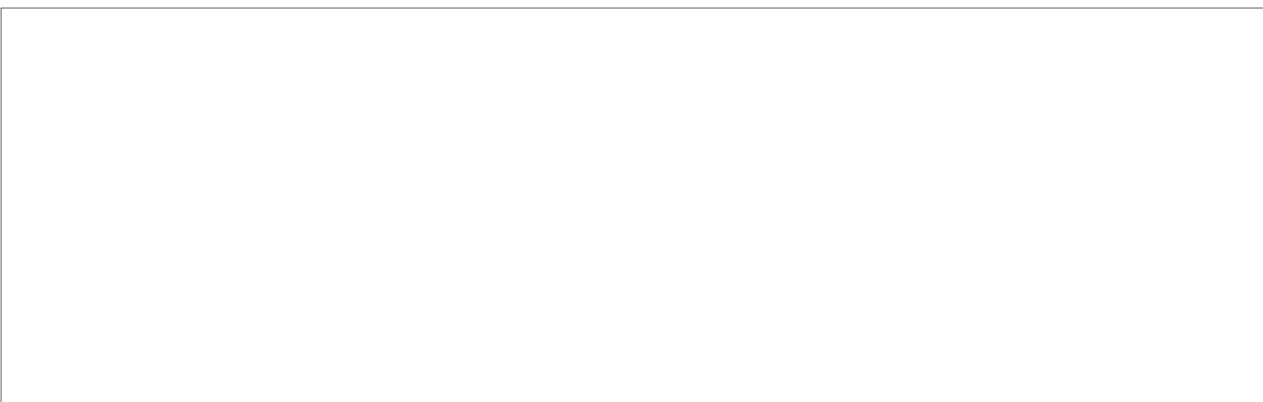
17 June 1986

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Classification Review Division

SUBJECT: CRD Weekly Report, 10 June - 17 June 1986

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2. In a discussion with Michael McReynolds, Chief of the Archives Congressional Division at NARA, a member of CRD learned that the House of Representatives has hired a historian to write the history of the House for the 200th Anniversary of Congress, which comes up in 1989. Mr. McReynolds commented that this historian might be able to make this a permanent position similar to that of the Historian of the Senate, and it was the Senate Historian who issued guidelines for handling the private collections of senators including what should be done with classified information. Concerning the handling of classified information by Congress Mr. McReynolds commented that the House rules governing classified information are much stricter than the rules used by the Senate and the Clerk of the House is a real "tiger" on enforcing these rules. He checks classified materials closely, as, for example, at the end of each two-year congressional session he insists that all classified committee records be closed out and turned over to him for inventory and checking. This is reportedly not done in the Senate. (U)

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17 June 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[redacted]
Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (11 - 17 June 1986)

1. WORK IN PROGRESS

25X1 a. TRIS Usage. [redacted] Chief, Information
25X1 Technology Branch (ITB) and [redacted] ITB, met with
25X1 [redacted] Records Management Officer, Office of Finance,
to discuss OF's use of TRIS. OF is currently controlling documents
by using both TRIS and WANG. OF agreed to discontinue using WANG
and will begin controlling all documents using only TRIS, effective
23 June.

25X1 b. Top Secret Documents. Messrs. [redacted] and
25X1 [redacted] OIS Annuitants, continue to review DI/OSWR
holdings at the Records Center in an effort to locate unaccounted
for TS collateral documents. Review activity for the week resulted
in 642 documents being located; 503 were on record as charged to
OSWR and 139 were listed for follow-up review by the DAS. Search
activity will continue on the remaining 54 OSWR retirement jobs.

25X1 [redacted] DAS, continues to process information
for collateral TS documents located by OIS annuitants.
25X1 [redacted] continues his review of hard copy documentation
provided by DO/Operations Group/Sensitive Information Section to
25X1 identify document control information. [redacted] continues
25X1 to assist the TSCOs in correcting TSCADS data entries for the
25X1 [redacted] DS&T/ODE offices.

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c. Information Handling Survey, Office of Logistics.

25X1 [] Acting Chief, Information Control Branch (ICB) and ICB, have completed their review of the information handling and records management practices in the Supply Division, Office of Logistics. This is the first and largest division in OL to be surveyed. The survey team will brief OL senior managers next week on their survey findings and the status of the OL review.

2. SIGNIFICANT EVENTS/ACTIVITIESa. Classification Briefing. [] Agency

25X1 Security Classification Officer (ASCO), briefed the Directorate of Operations' Information Management Officers (IMO) on Agency classification practices and procedures on 11 June. The briefing centered specifically on classification applications in the Directorate of Operations. In addition to providing the IMOs with practical guidance, it served to familiarize them with the role the Information Security Oversight Office (ISOO) plays in monitoring the Agency's adherence to Executive Order 12356--National Security Information. Preparatory to the meeting, the IMOs each collected a few documents which typified the kinds of classification problems they most often encountered in their respective components. A review of these documents provided the focus for the briefing.

25X1 b. Records Management Officers' Meeting--Directorate of Administration. [] Records Management Officer, OIS, attended a meeting of the Directorate of Administration (DA) Records Management Officers (RMO) on 12 June. The meeting was hosted by the Office of Medical Services RMO who described the organization of OMS, its records and records management practices and the role of the RMO within the OMS organization. The Directorate RMO reminded attendees that the revised Systems of Records required to be published in the Federal Registry must be completed by 30 June 1986 and offered his assistance to those offices that have not yet completed the task. The DA RMO also urged timely implementation of the recently approved Records Control Schedules as it should help ease the storage space problem at the Agency Archives and Records Center (AARC). The new schedules authorize the destruction of a considerable volume of records currently being held at AARC, pending approval of the schedules. Individual RMOs also commented on the slowness of GIMS and the impact it has on their registry operations. The next DA RMO meeting will be hosted by the O/DA RMO.

c. Control of Sensitive Compartmented Information (SCI).

25X1 [] Acting Chief, Information Control Branch, met with representatives of the Directorate of Operations (DO) and the Office of Security (OS) to discuss ways to improve the handling and control of Sensitive Compartmented Information (SCI) documents within the DO. Courses of action discussed included re-issuing a

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DO notice to increase individual awareness of this responsibility, conducting annual inventories of SCI material in the DO field stations, requiring DO components to have vaulted areas certified by OS to store SCI material, and providing briefings by OS to educate new DO personnel on SCI handling and storage procedures. A response to the IG report initiating this meeting is being prepared by [] for coordination with DO and OS.

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d. Information Services Center Activities. []

Chief, OC/OL/ISC, attended a briefing presented by DDO/IMS on the proposed new single message format (SMF) on 16 June. SMF is designed to combine the features of cables and telepouches into one format.

[] a new MI careerist, is receiving training in registry procedures in the Ames ISC during the week of 16-20 June. Shirley, who previously spent four years with the Office of Central Reference (OCR), has accepted an assignment in the OIA registry. [] has completed six weeks of training in registry operations at the Ames ISC in preparation for her new assignment in the OD&E registry on 16 June.

e. Records Center Activities. []

Chief, Archives and Records Center Branch (ARCB) reported two significant items: (1) the contract to install the fire-alarm system in the Agency Archives and Records Center was advertised for bids, and (2) a low bid of \$113,000 was received from Virginia Roofing to repair the roof on the AARC Building. []

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The Records Management Officer, OL, approved for destruction over 340 cubic feet of temporary records.

Records Center personnel performed the following activities during the week:

RAMS:	Made 19 additions, 12 changes, and 6 deletions.
ARCINS:	Jobs received/edited: 14. Jobs keyed: 20 consisting of 1,847 entries. Jobs completed: 1.
Accessions:	Received 29 jobs totaling 235 cubic feet.
References:	Serviced 1,778 requests for records (74 were for annuitants).
Special Run:	One to OF.

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